

CHAPTER 2**POLICY****A. GENERAL**

1. The DoD Components shall apply appropriate resources to **AA&E** physical security programs at all levels to provide cost-effective protection, accountability, and inventory control.

2. To minimize the cost of physical security and inventory control, and to reduce vulnerability, the quantities of **AA&E** and the number and size of storage facilities should be brought to a minimum, or consolidated to the maximum extent possible consistent with operational safety standards and mission requirements.

a. **AA&E** should be removed from designated storage areas as briefly as possible and in the smallest quantity.

b. Further reduction of costs for protection and inventory control can be effected by segregating **AA&E** into smaller storage areas by assigned risk category, and providing the degree of physical security protection appropriate for that category. Attention shall be given to demilitarization or disposal of obsolete and unserviceable **AA&E** to avoid unnecessary storage, security, and inventory-related costs.

c. This Manual is intended to provide adequate storage security for **AA&E** at most DoD activities. There may be unusual or unique activities, such as large depots or remote storage areas without existing electrical service, where not all criteria in this Manual can be applied cost-effectively. At these facilities, local conditions must be

carefully evaluated, and the security system tailored to the local conditions, based on practicability and cost, rather than the specific security requirements prescribed herein. In these instances, waivers or exceptions must be obtained and conform to the requirements in section D, of this Chapter.

B. CONSTRUCTION OF FACILITIES

1. This Manual is mandatory for new construction of permanent land-based installations for the storage of sensitive **AA&E**. Modification to existing facilities shall also be in accordance with this Manual.

2. The tearing down and rebuilding of facilities shall not be undertaken unless the DoD Component determines that the required degree of protection cannot be provided. Exceptions to this policy shall be granted under section D., below.

3. The design goal for structural barrier requirements for secure facilities should meet or exceed 10 minute resistance to forced entry. Use **MIL-HBK-1013/1** (reference (i)) or other approved security engineering guidance for information.

C. PRIORITY LISTS

1. The DoD Components shall establish a priority list for meeting the security requirements as follows:

a. Facilities storing Category I items.

b. Facilities storing Category II items.

c. Facilities storing Category III items.

d. Facilities storing Category IV items.

D. WAIVERS AND EXCEPTIONS

The DoD Components may deviate from the physical security construction standards established by this Manual for new and existing facilities provided they provide equivalent or greater levels of protection and are cost effective. Otherwise waivers and exceptions to the physical security requirements of this Manual shall be granted by major commands or their equivalent in accordance with procedures established by the DoD Components under the following provisions:

1. Waivers and exceptions shall be considered individually; blanket waivers and exceptions shall not be authorized. Waivers or exceptions involving commercial transportation of AA&E will be coordinated in advance with MTMC. Copies of approved waivers or exceptions applying to commercial carrier's transportation minimum security standards (Chapter 7) together with compensatory measures taken shall be forwarded to the Commander, Military Traffic Management Command, ATTN: MT-IN, 5611 Columbia Pike, Falls Church, Va. 22041-5050.

2. Waivers may only be granted for a period of up to 1 year and may only be extended after a review of the circumstances necessitating the extension. Compensatory security measures and viable upgrade projects are required.

3. Exceptions shall be granted only when the correction of a deficiency would not be feasible and when the security afforded by alternative or compensatory measures is equivalent to or better than that afforded under the standard criteria. Exceptions shall be reviewed and **revalidated** by the granting authority at intervals not to exceed 3 years.

4. Requests for waivers and exceptions shall describe established alternatives or compensatory measures in effect and upgrade projects designed to correct the waived deficiencies. Approvals shall specify required alternatives or compensatory measures.

5. Deficiencies that will be corrected within 90 days shall not require a waiver or exception; however, compensatory measures shall be taken during the interval.

E. SECURITY OF AA&E DURING TWINING, IN MUSEUMS, AND ABOARD PLATFORMS

Specific criteria and standards for the protection of AA&E during training, in museums, onboard military vehicles, in shipboard armories or otherwise on board ships, and aircraft shall be developed by the DoD Component concerned, based on the security philosophy in this Manual.

F. INSPECTIONS AND AUDITS

Security inspections shall review records of lost or stolen AA&E and the procedures used for the inventory and accountability of AA&E. Existing waivers and exceptions shall be examined for compliance with compensatory measures and continuing necessity.

G. PROHIBITION

Reserve Officers Training Corps or Junior Reserve Officers Training Corps (ROTC/JROTC) units, gun clubs, and other activities under the responsibility of the Director of Civilian Marksmanship are not authorized possession of Category I or Category II AA&E. ROTC units may use Category II AA&E during authorized training with active DoD Components. National Guard and Reserve units shall not be permitted

to store Category I AA&E. However, these units may be given temporary custody of Category I AA&E for training on military installations in accordance with specific security instructions provided by the commander of the installation.

H. REQUISITION

Each DoD Component shall establish procedures for item managers to ensure the adequacy of requisition verification of AA&E items. The procedures shall include positive steps for rejecting excess and unauthorized requisitions.

I. INVESTIGATIONS

A thorough investigation shall be made of lost, stolen, recovered, or missing AA&E to determine the circumstances surrounding the loss or theft and to fix responsibility as appropriate. Physical inventory adjustments (gains and losses) of AA&E shall be subject to causative research and investigation as required by DoD 4000.25-2-M (reference (j)) and DoD 7200.10-M (reference (k)). BEFORE ANY LOSS CAN BE ATTRIBUTED TO ANY INVENTORY OR ACCOUNTABILITY DISCREPANCY, IT MUST BE DETERMINED THROUGH INVESTIGATION THAT THE LOSS WAS NOT THE RESULT OF THEFT OR MISAPPROPRIATION, IN ACCORDANCE WITH DoD 7200.10-M (reference (k)).

J. TRAINING

1. DoD Components possessing AA&E shall establish a continuing training program for those personnel responsible for the accountability of these items. The training program shall be designed to provide instruction for the preparation of written reports surrounding the discovery of a loss, suspected theft, or theft and inventory and accountability procedures; fit the requirements of different groups of

personnel responsible for accountability; and indoctrinate personnel in the principles, criteria, and procedures for accountability and inventory, including disciplinary actions against individuals responsible for violating security requirements as prescribed in this Manual.

2. The DoD Components shall ensure that at a minimum yearly refresher briefings are given to all personnel who are responsible for the control and safeguarding of AA&E.

K. DISCIPLINARY ACTION

Under the "requirements of applicable laws and regulations, appropriate action shall be taken on to the responsible individuals for violation of the procedures and requirements imposed under this Manual.

L. PERSONNEL

The DoD Components shall be selective in assigning personnel to duties involving the control of AA&E. Only personnel who are mature, stable, and have shown a willingness and capability to perform assigned tasks in a dependable manner shall be assigned to duties that involve the responsibility for the control, accountability, and shipment of AA&E. The DoD Components having selection procedures for positions identified above need not establish separate procedures to specifically implement this section, except as may be necessary to meet the following additional requirements:

1. Any person, whether government employee (civilian and ☐ military) or contractor (including commercial carrier) employee, operating a vehicle or providing security to a vehicle transporting Category I, II or CONFIDENTIAL AA&E shall as a minimum have been the

subject of a favorable National Agency Check (NAC) or Entrance National Agency Check, as set forth in DoD 5200.2-R (reference (1)), except as provided in subsection L.2., below.

2. Officers of U.S. flag carriers shall be licensed in accordance with U.S. Coast Guard requirements.

3. Designated carrier employees -providing Protective Security Service for the transportation of items classified SECRET must possess a government-issued SECRET clearance, as provided for in DoD 5220.22-R (reference (c)), and carrier-issued identification.

M* SHIPBOARD SECURITY

DoD Components shall establish requirements to ensure security and accountability of AA&E on ships.